

CLAIMS

I claim as my invention:

- 1 The File Spacer System, a process of managing files in open shelves and other types of filing systems, comprising File Spacers as a means for preserving and maintaining space and facilitating the removal and replacement of file folders.**
- 2 The File Spacer, as recited in Claim 1, which comprises a means for:**
 - (a) maintaining file folders in an upright position;**
 - (b) preserving space for new files; and**
 - (c) facilitating the removal and replacement of files which are being used.**
- 3 A File Spacer, as recited in Claim 2, which comprises a structure correlating to the length and height dimensions of letter-size and legal-size file folders, the File Spacer itself being of various widths and manufactured of various materials, and used as a means of positioning file folders in file shelves and drawers, and with the capacity for folding flat for storage.**